

FUNDRAISING MANAGER WEST SUSSEX

Person Specification

This person specification should be read with the job description for the post of Relationship Fundraiser Manager. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

This position requires a dynamic, self-motivated and target driven individual who is creative and understands the sensitivities of the environment.

Knowledge/Experience:

- Minimum of 2-3 years' experience in fundraising in local communities, displaying an ability to achieve set targets/goals.
- A Member of the Institute of Fundraising
- A full driving licence and access to a car as this position requires some travel.
- Flexibility to travel as required.
- Proven record of organising events

Skills/Competencies:

- Demonstrable ability to achieve set targets/goals.
- Strong Interpersonal and communication skills, demonstrable experience in building and managing key relationships and the ability to deal with a diverse range of people.
- Strong Organisational skills.
- Excellent IT skills.
- Excellent verbal and written communication skills.
- An understanding of budgets, finance and fundraising.
- The ability to negotiate and influence people.
- Excellent presentation skills.
- Direct marketing experience.
- Experience of marketing via Social Media.

Other Requirements:

- Good attention to detail, in particular accuracy in written work and data processing.
- Positive attitude, particularly to learning new tasks and skills and being adaptable to change.
- The ability to work as part of a team.
- Results focused.

Key Relationships

Internal

- Marketing Officer/Community Fundraiser
- Fundraising Consultant
- Chief Executive

External

- Volunteers and fundraising groups.
- External fundraising networks and contacts from other charities.
- Local media and other local community contact
- Supporters/donors

Qualifications	Essential	Desirable	Evidence
Fully computer literate with excellent PC skills including all forms of Social Media	✓		
Experience of creating promotional materials and reports	✓		
Ability to self-organise, prioritise and meet deadlines	✓		
Ability to work under pressure while paying attention to accuracy and detail		✓	
Ability to analyse problems and develop solutions <input type="checkbox"/>	✓		
Demonstrable organisational skills		✓	
Demonstrable interpersonal and relationship building skills	✓		
Ability to inspire and motivate supporters		✓	
Dynamic, self-motivated person who can work unsupervised whilst also being a team player	✓		
Ability to communicate effectively and influentially with a range of stakeholders verbally and in writing	✓		
Strong presentation skills		✓	
Ability to monitor budget and keep accurate financial records		✓	
Experience of working with volunteers	✓		
Experience of issuing press releases and use of other communications channels	✓		

Personal qualities

- Creative approach
- Professional and friendly approach to supporters and volunteers
- Enthusiastic with a positive attitude
- Empathetic to the aims and values of 4Sight Vision Support
- Flexibility to occasionally work unsocial hours, including evenings and weekends
- Flexible in approach
- Knowledge of the region and of local fundraising opportunities